

Job Description: Farmers Market Coordinator

Position: Market Coordinator

Schedule: Saturdays, 44-48 weeks a year

Location: Festival City Farmers Market, 100 West Center Street

We are seeking an enthusiastic and dedicated **Market Coordinator** to join our team! This position is ideal for someone passionate about supporting local businesses, growing a farmers market, and engaging with the community.

Job Responsibilities:

- **Market Setup & Oversight**
 - Supervise the setup crew and ensure proper market setup, including off-site signage.
 - Assist with physical setup when necessary.
 - **Vendor Coordination**
 - Check in vendors and manage their setup logistics.
 - Maintain positive relationships with vendors.
 - **Event Planning**
 - Schedule and set up weekly musical performances.
 - Plan and execute monthly community events and kids' activities.
 - **Customer & Program Support**
 - Staff the information booth during market hours.
 - Manage the EBT and Double Up Food Bucks program by distributing tokens and tracking usage.
 - **Additional Opportunities**
 - Take on extra responsibilities for increased pay, such as marketing and outreach tasks.
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Desired Qualities:

- **People Skills:** Strong interpersonal skills to work with vendors, staff, musicians, and community partners.
- **Physical Fitness:** Able to lift 50 lbs and perform physically demanding tasks. Expect to be on your feet for most of the day, working outdoors in all weather conditions.
- **Marketing Experience:** A plus, though not required.
- **Passion:** Ideal candidates are advocates for small businesses, love being outdoors, and thrive in a lively market atmosphere.

Compensation:

- **Training Period:** \$105 per Saturday.
 - **Post-Training:** \$120 per Saturday.
 - **Hourly Work:** \$15/hour for additional duties outside Saturday markets.
 - Opportunities for pay increases with added responsibilities.
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Set-Up Crew Members

Position: Market Set-Up Crew

Schedule: Saturdays, 3-4 hours (1-2 hours for setup and 1-2 hours for breakdown)

Pay:

- Training Period: \$60/day.
- Post-Training: \$75/day (performance-based).

Responsibilities:

- Set up and break down the market, including:
 - Cones and barricades to close off roads.
 - Information booth, music area, tables, chairs, and umbrellas.
 - Fire pits during winter months.
 - Off-site directional signage.
- Typical work duration: 3-4 hours depending on efficiency.

Ideal Candidate:

- High school or college students looking for extra income with a one-day-a-week commitment.
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To Apply:

Send your resume to festivalcityfarmersmarket@gmail.com.

Join us to make a meaningful impact in your community while working in a vibrant, outdoor environment!